

A000 Basic Addressing

A030 Address Quality

[6-12-03]

030

Summary A030 describes the standards for addressing processes required for specific classes of mail and rates. These processes are the Move Update standard, the ZIP Code accuracy standard, and the carrier route accuracy standard.

1.0 MOVE UPDATE

Basic Standards [6-26-03] The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses used on pieces claiming certain rates that are subject to the Move Update standard under 1.2 must meet these requirements:

1.1

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 180 days before the mailing date, with one of the USPS-approved methods in 1.4.
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 180 days and meets the Move Update standard required in 1.2.

Mail Classes and Rates Except as provided in 1.3, addresses used on pieces claiming First-Class Mail Presorted and automation rates, regardless of processing category and any required surcharges, must meet the Move Update standard.

1.2

Exception The First-Class Mail Move Update standard does not apply to mail bearing an alternative addressing format under A020.

1.3

USPS-Approved Methods The following methods are authorized for meeting the Move Update standard:

1.4

- a. Address Change Service (ACS).
- b. [10-1-03] National Change of Address (NCOA) or NCOA^{Link}.
- c. *FASTforward* Mailing List Correction (MLC).
- d. *FASTforward* MLOCR processes (letter-size and flat-size mail only) if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the Move Update standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the Move Update standard. *FASTforward* RVE processes also meet the Move Update standard if used each time before mail entry. As provided in C010.6.0, a letter-size envelope containing a window that intrudes into the barcode clear zone (see C840) is not eligible for MLOCR or RVE *FASTforward* processing.

- e. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [G043](#) for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- f. [\[6-26-03\]](#) Ancillary service endorsements under [F010.5.1](#) except “Forwarding Service Requested.”

Mailer Certification
1.5

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

2.0 ZIP CODE ACCURACY

Basic Standards
2.1

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates that are subject to the ZIP Code accuracy standard under [2.2](#) must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [2.4](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.

Mail Classes and Rates
2.2

Except as provided in [2.3](#), addresses used on pieces claiming the rates listed for the following classes of mail, regardless of processing category and any required surcharges, must meet the ZIP Code accuracy standard:

- a. First-Class Mail, Presorted rate.
- b. Periodicals, Presorted rate.
- c. Standard Mail, Presorted rate.
- d. Bound Printed Matter, Presorted rate.

Exception
2.3

The ZIP Code accuracy standard does not apply to mail of any class bearing a simplified address format under [A020](#).

USPS-Approved Methods
2.4

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer’s computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 - (1) Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

- (2) Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
- (3) Any mailing list service in [A910](#).
- (4) An authorized service provider.
- (5) CASS-certified matching software.
- (6) USPS Web site www.usps.com.

Mailer Certification
3.5 The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

3.0 CARRIER ROUTE ACCURACY

Basic Standards
3.1 The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain rates that are subject to the carrier route accuracy standard under [3.2](#) must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [3.4](#). For the First-Class Mail automation carrier route rate and the Enhanced Carrier Route Standard Mail automation rate, USPS City State Product information must also be updated within 90 days before the mailing date.
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.

Mail Classes and Rates
3.2 Except as provided in [3.3](#), addresses used on pieces claiming the rates listed for the following classes of mail, regardless of processing category and any required surcharges, must meet the carrier route accuracy standard:

- a. First-Class Mail, automation carrier route rate.
- b. Periodicals, carrier route rate.
- c. Standard Mail, all Enhanced Carrier Route rates.
- d. Bound Printed Matter, carrier route rate.

Exception
3.3 The carrier route accuracy standard does not apply to mail of any class bearing a simplified address format under [A020](#).

USPS-Approved Methods
3.4 Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [A930](#) and [A950](#). Hard copy Carrier Route Files (schemes) may be used only for Periodicals carrier route mail and for Standard Mail Enhanced Carrier Route flat-size mail at basic, high density, and saturation rates.

Mailer Certification
3.5 The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

